



MANAKULA VINAYAGAR

INSTITUTE OF TECHNOLOGY

(An Autonomous Institution)

Affiliated to Pondicherry University, Approved by the AICTE, New Delhi,
Accredited by NAAC WITH 'A' Grade
Kalitheerthalkuppam, Puducherry - 605 107.



GOVERNANCE MANUAL



2025

Revised Version - 5

MVIT – GOVERNANCE MANUAL
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1. Need for Good Governance system

Independent and fully empowered body to

- ✓ Support the stated Vision, Mission and objectives
- ✓ Foster a stimulating environment and culture to attract talented and dynamic students and faculty.
- ✓ Nurture a culture of innovation that improves productivity and support the sustainability and development of the institution
- ✓ Forge global, national and local collaborations with academic partners, research and industry to realize the vision
- ✓ Develop a coherent strategy and a sustainable growth development path

2. Preamble

Technical and Management Education in India is the most sought for career avenues for a large number of students. Improving the learning outcomes of the students and enhancing their employability skills are the major parameters that challenge the institution. The effective governance at all levels is one of the most important keys to the improvement of the quality of learning, teaching and research outcomes of an Institution. The good Governance Guidelines provide vital directions and indicators to the Governing body of **Manakula Vinayagar Institute of Technology** for enhancing the effectiveness of performance and to provide overall satisfaction to all the stakeholders. Through this, the Governing Members will have the opportunity to directly participate and monitor the key institutional functions such as developing Institutional Mission, strategic planning, quality standards and quality assurance, accountability and performance, employer engagement, Industry interface and stakeholder interaction. “Good governance creates a sound, ethical and sustainable strategy, acceptable to the Institution as a whole and to other key stakeholders”.

“Good governance oversees the implementation of such strategy through well-considered processes in an open, transparent and honest manner”.

“Good Governance is essential to the grant or assertion of Autonomy. Boards of Governors, by embracing good governance approaches, accept, unequivocally, their own collective and individual responsibilities”.

“Good governance facilitates decision making that is rational, informed and transparent which leads to organizational efficiency and effectiveness that supports and fosters the development of high quality education and research”

3. Scope of Good Governance

The benefits of good governance are demonstrated through

- Integrity in appointments at all levels, both external and internal
- Strong leadership and management skills in all the places wherever needed
- Helps monitoring the quality of teaching and learning within institution with appropriate student involvement.
- Processes in place to deliver improvements in research quality.
- Clean and competent administration.
- Robust and transparent financial systems, especially regarding procurement, and strong internal and external audit.
- Effective and transparent mechanisms to determine remuneration at all levels.
- Strong human resources processes such as appraisal, development and dealing with poor performance.
- Effective student support arrangements.
- Contribution to better performance in accreditation
- Focused awareness of institutional outputs, especially increase employability.

4. Genesis of the Institution

Manakula Vinayagar Institute of Technology is a premier institute run by Sri Manakula Vinayaga Educational Trust Established in the year 2008, with a view to provide quality technical education to young citizens and participate in technological progress of our Nation. It is offering courses in UG - B.Tech (EEE, ECE, CSE, IT, MECH, Food Tech., IOT-Cyber Security incl. Block Chain, Robotics and Automation, AI&ML), UG – BBA, BCA and PG courses - M.Tech (ECE & CSE), MBA, MCA with a perspective to open up career opportunities for the underprivileged youth in and around the vicinity. Our college is professionally managed and guided with meticulous care to be in conformance with all prudential standards. All the eligible departments are accredited by NBA and the Institute offers Outcome Based Education to all the Students joining in the Engineering and Management Programs.

MVIT is approved by AICTE, New Delhi and Affiliated to the Pondicherry University. Autonomous Status to our College has been conferred by the UGC on 13-11-2023 from the Academic year 2024-25 for 10 years. Pondicherry University, on 07-03-2025, notified the Status of Autonomy to our Institution for a period of 10 years from the Academic year 2025-26.

Within a short span, the Institution has attained an enviable reputation by possessing all the hall marks of premier Institution in pursuit of excellence. The Institution aims at equipping budding professionals with excellent theoretical and practical knowledge. It also takes pride in developing the students with leadership and interpersonal skills and thus shaping them as strategic scholars with competitive spirits who will be capable of delivering their best in the technological world.

5. Vision

“To be a globally reputed Technical Institution creating Competent leaders and Skillful Innovators in Science, Technology and Management”

6. Mission

- ❖ *Providing a dynamic and creative learning environment for its students to acquire exemplary technical, analytical, professional skills.*
- ❖ *Imbibing a spirit of innovation and research among its students and faculty for solving critical problems.*
- ❖ *Promoting Innovation, Employability and entrepreneurship skills through industry academia collaboration.*
- ❖ *Serving the society through technical intervention and creating socially responsible Professionals.*

7. Quality Policy

Our quality policy is to impart value based education to the students both in theory and practical aspects of Engineering, Technology and Management.

This policy envisages

- Developing Young Technocrats and administrators on a year-to-year basis to contribute to the industries through improved academic performance.
- To prepare and enrich students with the power of knowledge and to attain prosperity⁻³ through enhanced placement prospects.
- Developing research and innovation among students and faculty to solve critical problems.
- Promoting Employability and Entrepreneurship skills.

- To review and improve the effectiveness of the system continually as well as to comply with the statutory and regulatory requirements.

8. Approval

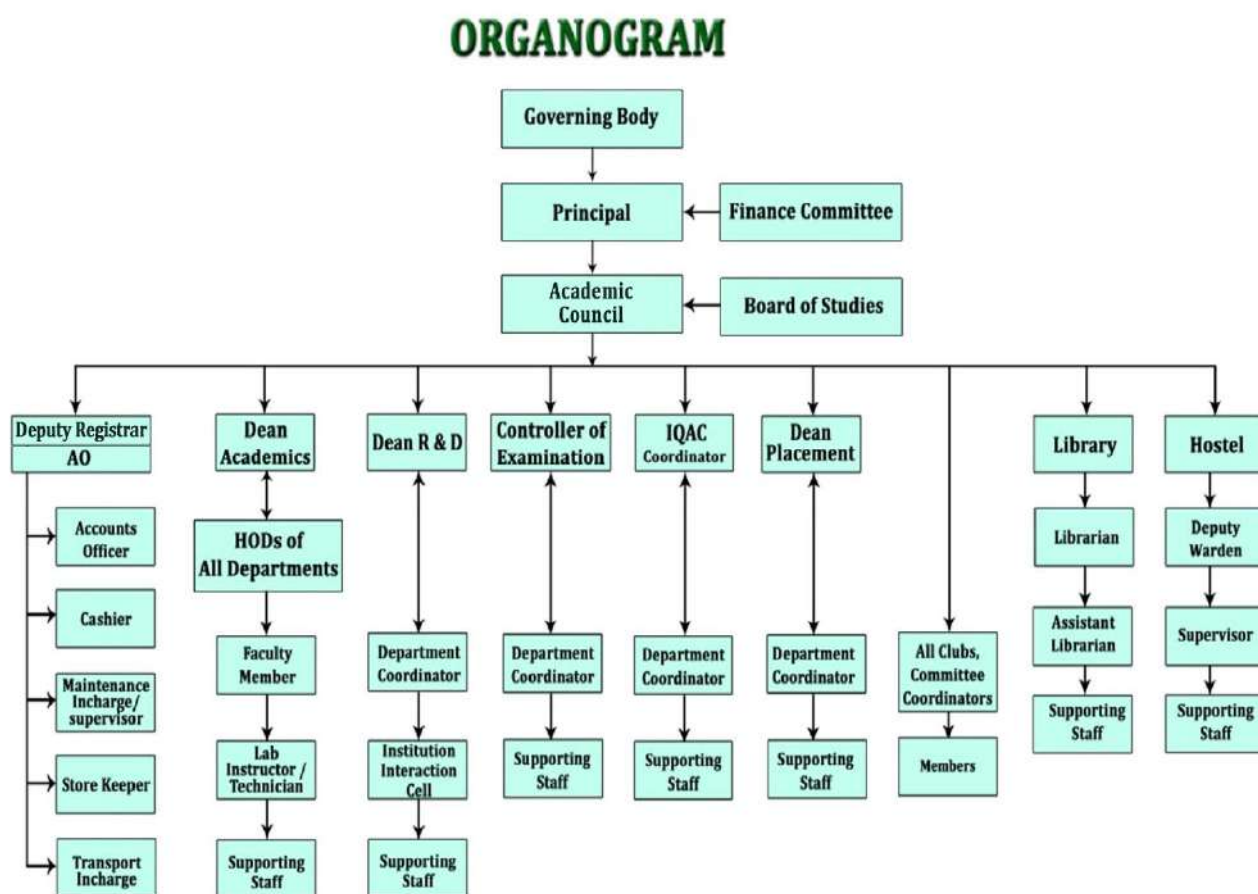
The programs run by the Institution are approved by All India Council for Technical Education (AICTE), New Delhi.

9. Affiliation

The Institution is affiliated to the Pondicherry University, Puducherry. Autonomous Status to our College has been conferred by the UGC on 13-11-2023 from the Academic year 2024-25 for 10 years. Pondicherry University, on 07-03-2025, notified the Status of Autonomy to our Institution for a period of 10 years from the Academic year 2025-26.

10. Accreditation

The Institution is accredited by NBA, New Delhi and NAAC with 'A' Grade.



GOVERNANCE OF AN AUTONOMOUS COLLEGE

An Autonomous College is to be Governed as per the UGC Autonomous Regulations, 2023. Clause 12 of the UGC Autonomous Regulations 2023 stipulate the following for effective Governance of the Autonomous College:

12.1 The autonomous College shall have the following statutory bodies to ensure proper management of academic, financial, and general administrative affairs:

- (a) Governing Body
- (b) Academic Council
- (c) Board of Studies
- (d) Finance Committee

(The Governing Body is different from Trust Board/ Board of Management/ Executive Committee/ Management Committee).

12.2 The Autonomous College shall in addition, have other non-statutory committees such as the Planning and Evaluation Committee, Grievance Redressal Committee, Examination Committee, Admission Committee, Library Committee, Student Welfare Committee, Internal Complaints Committee, Extra - Curricular Activities Committee and Academic Audit Committee, etc.

12.3 **GOVERNING BODY:**

A. Constitution of Governing Body of Colleges run by Trust/Society

Number	Catego	Natur
5 Members one of them to be Chairperson	Management	Nominated by the Parent Body as per its constitution or bye-laws
2 Members	Teachers of the College	Nominated by the Principal based on seniority by rotation
1 Member	Administrative Staff of the College	Administrative Officer/Senior administrative staff
1 Member	Educationist or Industrialist	Nominated by the management
1 Member	State Government nominee	Academician not below the rank of professor or State Government official of Directorate of Higher Education/State Council of Higher Education
1 Member	University Nominee	Nominated by the University
1 Member	Principal of College	Member Secretary

Term: The Governing Body shall be reconstituted every five years.

Meetings: Meetings of the Governing Body shall be held at least once every six months.

Quorum: Presence of a minimum 50% of Members will be the quorum.

Functions of the Governing Body:

Subject to the existing provision in the bye-laws of the respective Autonomous College and rules laid down by the State Government/Parent University, the Governing Body shall:

- Guide the Autonomous College while fulfilling the objectives for which the College has been granted autonomous status.
- Institute scholarships, fellowships, studentships, medals, prizes, and certificates on the recommendations of the Academic Council
- Approve new programmes of study leading to degrees and/or diplomas.
- All recruitments of Teaching Faculty/Principal shall be made by the Governing Body/state government as applicable in accordance with the policies laid down by the UGC and State Government from time to time.
- To approve the annual budget of the Autonomous College.
- Perform such other functions and institute committees as may be necessary and deemed fit for the proper development of the Autonomous College.

12.4 ACADEMIC COUNCIL: COMPOSITION OF ACADEMIC COUNCIL:

1. The Principal (Chairman)
2. All the Heads of Departments in the Autonomous College
3. Four teachers of the Autonomous College representing different categories of teaching staff by rotation on the basis of seniority of service in the College.
4. Not less than four experts/academicians from outside the Autonomous College representing such areas as Industry, Commerce, Law, Education, Medicine, Engineering, Sciences, etc., are to be nominated by the Governing Body.
5. Three nominees of the University, not less than Professors.
6. The Controller of Examination of the Autonomous College
7. A faculty member nominated by the Principal (Member Secretary).

Term: The term of the nominated members shall be three years.

Meetings: Meetings of the Academic Council shall be held at least once every six months.

Functions of the Academic Council:

- (a) To scrutinize and approve the proposals with or without modification of the Board of Studies with regard to courses of study, academic regulations, curricula, syllabi and modifications thereof, instructional and evaluation

arrangements, methods, procedures relevant thereto, etc., provided that where the Academic Council differs on any proposal, it shall have the right to return the matter for reconsideration to the Board of Studies concerned or reject it, after giving reasons to do so.

- (b) To make regulations regarding the admission of students to different programmes of study in the Autonomous College, keeping in view the policy of the Government.
- (c) To make regulations for sports, extra-curricular activities, and proper maintenance and functioning of the playgrounds and hostels.
- (d) To recommend to the Governing Body proposals for the institution of new programmes of study.
- (e) To recommend to the Governing Body institution of scholarships, studentships, fellowships, prizes, and medals, and to frame regulations for the award of the same.
- (f) To advise the Governing Body on suggestions(s) pertaining to academic affairs.
- (g) To perform such other functions as may be assigned by the Governing Body.

12.5 **BOARD OF STUDIES:**

Composition of Board of Studies:

- 1. Head of the Department concerned (Chairperson).
- 2. All faculty members of the Department.
- 3. Two subject experts from outside the parent University are to be nominated by the Academic Council.
- 4. One expert is to be nominated by the Vice-Chancellor from a panel of six recommended by the Autonomous College Principal.
- 5. One representative from industry/corporate sector/allied areas to be nominated by the Principal.
- 6. One member of the College alumni to be nominated by the Principal.
- 7. Experts from outside the Autonomous College, whenever special courses of studies are to be formulated, to be nominated by the Principal.

Term: The term of the nominated members shall be three years.

Meetings: Meetings of the Board of Studies shall be held at least once every six months.

Functions:

The Board of Studies shall recommend the following to the Academic Council:

- (a) Courses of studies;
- (b) Measures for the improvement of the standards of teaching and research; (c) Any other academic matter.

12.6 FINANCE COMMITTEE:

Composition of Finance Committee:

- (a) The Principal (Chairman).
- (b) One person to be nominated by the Governing Body of the Autonomous College for a period of two years.
- (c) One senior-most faculty member of the Autonomous College to be nominated in rotation by the Principal for two years.
- (d) Finance Officer/Officer in-charge of Finance and Accounts of the Autonomous College (Member Secretary)

Term: The term of the Finance Committee shall be three years.

Meetings: Meetings of the Finance Committee shall be held at least once every six months.

Functions of the Finance Committee:

The Finance Committee shall act as an advisory body to the Governing Body to consider:

- (a) Budget estimates relating to the grant received/ receivable from funding agencies, income from fees, etc. and
- (b) Audited accounts for the above.

Examination Cell:

In accordance with the UGC Guidelines for Autonomous Colleges [2017] and the UGC Autonomous Regulations 2023, Examination Cell has been established in our Institution for carrying out all the Examination related activities starting from Question paper setting to release of Examination results and issue of Grade Sheets to students. The Examination Cell is headed by Controller of Examinations and Principal of the Institution is the Chief Controller of Examinations.

Non-Statutory Committees:

As per the UGC Autonomous Regulations 2023, following Committees, Cells and Clubs have been constituted by the Institution from the Academic Year 2025-26, in order to carry out all the required Academic Activities in an effective manner:

List of Various Committees, Cells and Clubs:

A.	GOVERNANCE & ACADEMIC OVERSIGHT
1	Academic Standing Committee (ASC)
2	Academic Planning Committee
3	Academic and Administrative Audit Committee
B.	CURRICULUM & PROGRAM DEVELOPMENT
4	Curriculum Designing and Restructuring Committee (CDRC)
5	Department Advisory Committee (DAC)
6	Department Academic Review Committee (DARC)
C.	QUALITY ASSURANCE
7	Internal Quality Assurance Cell (IQAC)
8	Class Committee and Quality Circle Meeting (QCM)
D.	EXAMINATION & ASSESSMENT
9	Examination Cell
10	Board of Examinations (BoE)
11	Complaint Redressal Committee for Examination (CRCE)
12	Academic Appeal Board (AAB)
E.	STUDENT WELFARE & DISCIPLINE
13	Anti Ragging Committee
14	Grievances Redressal Committee (GRC)
15	Students Grievance Redressal Committee (SGRC)
16	Internal Complaints Committee (ICC)
17	Code of Conduct Committee
18	Discipline Committee
19	Mentoring Committee and Counseling
F.	RESEARCH & DEVELOPMENT
20	R&D Cell
21	Innovation and Ideation Club
22	Venture (Start-up) Club
G.	INDUSTRY & CAREER DEVELOPMENT
23	Industry-Institute Interaction Cell
24	Career Guidance Cell (GATE/GRE/Civil Services, International Admissions)
25	Entrepreneur Development Cell
H.	CO-CURRICULAR & EXTRA CURRICULAR
26	Sports Committee
27	Cultural Committee
28	Language Club
29	Maths Club

I.	SOCIAL SERVICE & ENVIRONMENT
30	NSS Cell
31	Red Ribbon Club
32	Women Empowerment Cell
33	Eco Club
34	SC/ST Cell
J.	INFRASTRUCTURE & SUPPORT SERVICES
35	Budget & Finance Committee
36	Transport Committee
37	Maintenance Cell
38	Infrastructure Management / Time Table Committee
39	Library Development Cell
40	Hostel Committee
41	Canteen Committee
K.	COMMUNICATION & OUTREACH
42	College News Letter, Magazine, Prospectus Committee
43	Website Maintenance Cell
44	Alumni Cell
45	Staff Recreation Club
L.	ADMINISTRATIVE COMMITTEES
46	HODs Committee
47	HODs Sub-Committee for Students Activities, Feedback Committee/Special Group
48	Purchase Committee

Functions / Responsibilities of Various Committees, Cells and Clubs:

Functions / Responsibilities of the above Committees, Cells and Clubs are outlined below:

A. Governance & Academic Oversight**1. Academic Standing Committee (ASC)**

Composition of Academic Standing Committee is same as that of AC, except external members. ASC shall perform the functions under emergency situations subject to ratification by the AC.

2. Academic Planning Committee:

- Scheduling of academic activities and preparing academic calendar in line with University Academic schedule.
- Preparation of action plan with schedule for various co-curricular activities.
- Allotment of subjects and other responsibilities to the faculty members.
- Finalizing the academic procedures.
- Lecture/Tutorial hall arrangement.
- Preparing the schedule for the internal tests, model exam, University Practical Examinations.

3. Academic and Administrative Audit Committee

- Ensuring the Effectiveness of Teaching Learning Process.
- Verifying the Course Outcome, Programme Outcome attainment Levels.
- Verifying the corrective measure taken to improve the quality of Teaching and Learning and also course outcomes.
- Checking the documents and other academic details.

B. Curriculum & Program Development

4. Curriculum Designing and Restructuring Committee (CDRC)

- Modifying Regulations and Curriculum in accordance with Standards and specifications prescribed by Accreditation Bodies, National Education Policy, etc.
- Conduct Needs Assessment and Analysis with respect to each program and suggest changes to be made in the Curriculum and Syllabi.
- Ensure Up to date curriculum of all Programs offered by the Institute, based on timely requirements of Industry.
- Suggest Curriculum delivery methods that include Pedagogical alternatives and learner-centered approaches for each course, for facilitating the achievement of Program Educational Objectives of all programs offered by the Institute.

5. Department Advisory Committee (DAC)

- ✓ Formulate a process to review post implementation effects of curriculum
- ✓ Suggest measures to ensure academic standard and excellence of the course offered by the department
- ✓ Suggest the methodologies for innovative teaching and evaluation techniques; enhancement of industry institute interaction
- ✓ Identify and recommend the record of new programme
- ✓ Review target set for attainment of course outcomes and programme outcomes

- ✓ Guide and provide support to department for enhancing interaction with outside world
- ✓ Plan strategically to enhance the academic quality of department
- ✓ Resolve the address issues expressed by the stakeholders through feedback
- ✓ Defining and redefining the Programme Educational Objectives (PEOs) and Programme Outcomes (POs) based on the recommendations by department academic committee
- ✓ Study the achievement of PEOs and POs reported by department evaluation committee and suggest measures for improvement

6. Department Academic Review Committee (DARC)

- ✓ Review, revise and prepare curriculum structure based on institutional policy, suggest improvements in syllabus of a course/s prepared by course teacher/s and forward the curriculum to BoS for further recommendations
- ✓ Check appropriateness of course objectives, course outcomes, and mapping of COs with POs and suggest necessary improvements/modifications
- ✓ Monitor the academic progress throughout the semester, conduct of classes and take appropriate corrective measures to improve the quality of curriculum delivery
- ✓ Review academic performance of students
- ✓ Counsel the concerned course teachers for improvement based on student feedback, academic and question paper audit reports
- ✓ Verify the attainment level of course outcomes and programme outcomes
- ✓ Formulate strategy to collect feedback from stake holders, analyze the collected feedback and forward the analysis to DAC
- ✓ Contribute to maintain academic standard as well as improving the quality of the courses offered by the department and enhance industry–institute interaction
- ✓ Suggest open and professional electives considering societal needs

- ✓ Recommend methodologies for innovative teaching and evaluation techniques to BoS
- ✓ Coordinate research, teaching, extension and other academic activities in the department/college
- ✓ Carry out preparatory work for defining /redefining the Programme Educational Objectives (PEOs) and Programme Outcomes (POs) periodically
- ✓ Monitor evaluation of course attainments leading to achievement of programme outcomes and report the results of assessment to BoS

C. Quality Assurance

7. Internal Quality Assurance Cell (IQAC)

Ensuring the quality of teaching learning process

- ✓ Conduction of Co-curricular and Extracurricular activities, Placement and Training
- ✓ Faculty Development, Facilities and Research and Development activities to meet out the standards of Higher Education
- ✓ Monitor the Institute's activities periodically and provide suggestions for improvement in order to confirm the attainment of expected outcomes
- ✓ Maintains and update the records / reports of various activities of the Institute Periodically.

8. Class Committee and Quality Circle Meeting (QCM)

- ✓ Clarify the regulations of the programme and the details of rules therein
- ✓ Inform the student representatives about the academic schedule including the dates of assessments and the syllabus coverage for each assessment
- ✓ Inform the student representatives about the details of Regulations regarding marks assigned for each assessment
- ✓ Analyze the performance of the students of the class after each continuous assessment test and initiate steps for improvement
- ✓ Identify slow learners, if any, and request the faculty concerned to provide additional help / guidance / coaching to such students
- ✓ Discuss and sort out problems experienced by students in the classroom and in the laboratories
- ✓ The QCM shall be constituted within the first week of the commencement of any

semester

- ✓ The chairperson of the Class Committee may invite the student mentors and the Head of the Department to the Quality Circle meeting
- ✓ The Head of the Institution may participate in any class committee meeting
- ✓ The Chairperson is required to prepare the minutes of every meeting, submit the same through the Head of the Department to the Principal within two days of the meeting

D. Examination & Assessment

9. Examination Cell

- ✓ University correspondence related with University examinations
- ✓ Conduct of Internal assessment and University Examinations
- ✓ Facilitating the students to apply for revaluation and distribution of marks sheets to Students
- ✓ Compiling University Examination results and submission of report to Principal for corrective measures for improvement.

10. Board of Examinations (BoE)

- ✓ The BoE shall
 - i) Ensure proper performance of the various duties in conducting examinations viz. paper setting, time table preparation, assessment and declaration of results.
 - ii) Recommend examination reforms and shall implement after the approval of academic council.
 - iii) Prepare the detailed time table of examinations as per the schedule approved by academic council.
 - iv) Arrange for strict vigilance during the conduct of examination so as to avoid use of unfair means by the students, faculty and invigilators
- ✓ Chairman, BoE shall constitute Complaint Redressal Committee for examination (CRCE) consisting of three members as and when required to deal with the complaints related to the conduct of examinations
- ✓ The recommendations of the CRCE shall be approved by Chairman for the BoE to take appropriate disciplinary actions in the concerned matter. The disciplinary actions shall be endorsed by the BoE

- ✓ The BoE shall perform duties and responsibilities that are assigned by Academic Council of the institute from time to time

11. Complaint Redressal Committee for Examination (CRCE)

- ✓ Malpractices in examinations
- ✓ Instances of plagiarism
- ✓ Complaints regarding misconduct during exam periods
- ✓ Grievances related to exams received from students and staff via the Grievance Cell
- ✓ Misconduct by teachers or students resulting in serious consequences during exams
- ✓ Individual notifications will be sent to committee members to convene and examine the case
- ✓ Resolve the Addressing issues and submit the investigation report to the Chairperson
- ✓ The Chairperson will make the final decision and, if necessary, impose penalties
- ✓ Final decisions and penalties will be reviewed and approved at the subsequent Academic Council Meeting

12. Academic Appeal Board (AAB)

The Academic Appeal Board is constituted with Dean Academics as convener and two senior level professors as members, and the concerned Head of the Department and Class Advisor as co-opted members. The board will receive the grievances/complaints in writing from the aggrieved student regarding anomaly in award of marks. The board will examine the complaints and recommend appropriate measures to the Head of the Institution, for necessary action. The entire process of Continuous Assessment / End semester shall be made transparent, in which students can get the explanation of marks being awarded from the course instructor, if and when required. However, if a student finds some anomaly in the award of marks in the continuous assessment, he/she can make an appeal to the Academic Appeal Board for review of marks awarded.

E. Student Welfare & Discipline

13. Anti Ragging Committee

- ✓ Display of anti ragging instructions and creating awareness among students on impact of ragging and its consequences

- ✓ Appointment of volunteers to prevent ragging in the campus
- ✓ Monitoring the students inside the campus, Hostel, college bus and other nearby places outside the campus to prevent ragging and also addressing the complaints
- ✓ Periodic interaction with the students to prevent ragging

14. Grievances Redressal Committee (GRC)

- ✓ Arranging frequent meetings with the students for expressing their grievances
- ✓ Forwarding the grievances to the Principal and providing suggestions for rectification
- ✓ Arranging for counseling to the needy students
- ✓ Facilitate the functioning of Student Grievance Redressal Committee (SGRC) and initiate corrective measures to resolve the reported grievances

15. Students Grievance Redressal Committee (SGRC)

- ✓ Arranging frequent meetings with the students for expressing their grievances related to admission Policy, Education, Academic infrastructure, Examinations, Caste / Gender / Minority / Disabilities, etc.
- ✓ Forwarding the grievances to the Principal and providing suggestions for rectification
- ✓ Arranging for counseling to the needy students

16. Internal Complaints Committee (ICC)

- ✓ To facilitate a safe environment that is free of sexual harassment
- ✓ To promote behaviors that create an atmosphere that ensures gender equality and equal opportunities
- ✓ To ensure that the mechanism for registering complaints is safe, accessible and sensitive
- ✓ To take cognizance of complaints about sexual harassment, conduct enquiries, provide assistance and redressal to the victims, recommend penalties and take action against the harasser, if necessary
- ✓ To advise the competent authority to issue warnings or take the help of the law to stop the harasser, if the complainant consents
- ✓ To seek legal intervention with the consent of the complainant
- ✓ To make arrangements for appropriate psychological, emotional and physical support (in form of counseling, security and other assistance) to the victim if so

desires

17. Code of Conduct Committee

- ✓ All Committee members are expected to support the Institute by upholding the standards / codes prescribed in Human Resource Manual
- ✓ The Committee should organize awareness programs for ensuring the internal stakeholders act in accordance with the prescribed stipulations
- ✓ The committee should orient the faculty/students based on revisions made in the Human Resource Manual from time to time
- ✓ Committee should inculcate accountability among the Faculty / students for their actions and should initiate discussion, whichever is appropriate for curtailing deviations
- ✓ The committee should recommend corrective measures for ensuring harmony and congenial environment for all the stakeholders

18. Discipline Committee

- ✓ Ensure that students are wearing ID cards inside the campus
- ✓ Verify if the students are following proper dress Code. Low Hip Pant, Short Shirts, Shirts with any text printing, Jeans, short chudithar and leggings are not allowed inside the campus
- ✓ Check if the students are wearing coat and shoes during lab hours
- ✓ View late comers strictly and refrain them from attending classes if found to be a regular late comer
- ✓ Ensure the students don't unnecessarily roam on the corridor during working hours
- ✓ Make certain that the students maintain discipline in the college bus and during the conduct of various events in the college premises

19. Mentoring Committee and Counseling

- ✓ Students performance monitoring
- ✓ Counseling for slow learning students
- ✓ Arranging special coaching for clearing arrear papers
- ✓ Interaction with Parents about their wards performance
- ✓ Arranging motivation programs and expert counseling
- ✓ Guiding the students in co-curricular and Extra-curricular activities

- ✓ Preparing the students for Technical competitions

F. Research & Development

20. R & D Cell

- ✓ Sharing of information to the faculty members regarding the R&D agencies and funding schemes available
- ✓ Arranging for frequent R&D meetings, to discuss about the progress of R&D activities of the college
- ✓ Arranging for workshops/seminars to the faculty members in order to facilitate them to carry out research activities
- ✓ Identifying the interested students and faculty members to form the core research team in each department and also guide them to carry out innovative projects
- ✓ Facilitating the students for getting inputs from External sources to take up innovative projects and successful completion of it
- ✓ Exploring the possibilities of consultancy activities to be carried out in the institution and facilitating effective execution of it
- ✓ Coordinate with EDP cell and TBI coordinator to take up the project ideas into real time implementations

21. Innovation and Ideation Club

- ✓ Arranging inter department and inter college technical competitions like quiz, poster presentation, circuit debugging, code debugging, mini project etc.
- ✓ Motivating and guiding the students to participate in technical events and competitions
- ✓ Motivating and guiding the students to come out with innovative ideas on recent technologies and arranging for periodic discussion with senior faculty members and experts from Industries
- ✓ Arranging for regular workshops on problem solving, providing hands on training and facilitate them for generation of new ideas
- ✓ Arranging for periodic interaction with innovators, researchers, and entrepreneurs
- ✓ Conduction of Ideathons, Hackathons and Project Competitions to provide a platform to showcase their talents on innovation

22. Venture (Start-up) Club

- ✓ Motivating and creating awareness among the students on Start-ups and kindle their interest towards creation of start-ups by arranging programs with the experts from CII, CII-YI and others
- ✓ Arranging for regular workshops on business planning and competitions
- ✓ Arranging for periodic interaction with innovators, start-ups, and entrepreneurs and facilitating them to acquire knowledge on various procedures for start-up creation
- ✓ Conduction of start-up mela and Competitions on Business planning to provide a platform to showcase their talents and for inviting Venture capital investors, Angel investors and promoters.

G. Industry & Career Development

23. Industry-Institute Interaction Cell

- ✓ Arranging in-plant training, industrial visit, expert lectures based on the requirements
- ✓ Facilitating the Faculty members to visit the industries and get exposure on industrial practices
- ✓ To assist the Departments in organizing workshops, conferences and symposia in collaboration with industries and take up industry supported mini projects and projects
- ✓ Facilitate the faculty members to involve in consultancy activities
- ✓ To create 'Centre for Excellence' and R&D Laboratories with the support of Industries
- ✓ Arranging for MoUs between the institute and industries
- ✓ Arranging for students training on latest technologies and also on soft skills and inviting the industries for campus recruitment

24. Career Guidance Cell (GATE/GRE/Civil Services, International Admissions)

- ✓ Arranging for awareness lecture for GATE, Civil services, GRE, TOFEL, IELTS and International admissions
- ✓ Motivating and guiding the students to take up the Competitive Examinations

- ✓ Arranging training to the students for GATE, Civil Service Examinations
- ✓ Facilitating the students to get admissions in foreign universities under scholarship schemes through International Admissions Office

25. Entrepreneur Development Cell

- ✓ Arranging for entrepreneurship awareness and motivation programs like workshops & seminars for our students
- ✓ Identification of best innovative project ideas of our students and faculty leads to product development, then arranging for discussions with Govt. EDP Experts and MSME experts
- ✓ Initiate the action for starting Innovation cafe in our college
- ✓ Facilitating conduction of skill development programs which leads to self-employment through entrepreneurship.

H. Co-Curricular & Extra Curricular

26. Sports Committee

- ✓ Arranging for sports and games practices for our students
- ✓ Arranging for Inter College and Intramural sports competitions
- ✓ Procuring sports and games items required and taking care of its maintenance
- ✓ Maintaining records of sports events attended by our students

27. Cultural Committee

- ✓ Arranging for cultural activities in the college(Monthly once)
- ✓ Arranging for competitions

28. Language Club

- ✓ To develop communication skill and confidence level of the students
- ✓ To improve their accent and fluency
- ✓ Arranging for competitions like debate, oratory, essay, Group discussion etc.

29. Maths Club

- ✓ To arrange for activities with the help of student coordinators to create interest among the students on Mathematics
- ✓ To arrange for competitions to bring analytical skills and apply of Mathematics in

core engineering

- ✓ To arrange bridge course for First year students from School learning analytical perspectives to higher learning level

I. Social Service & Environment

30. NSS Cell

- ✓ Arranging for events to orient the students to community services
- ✓ Conduction of field work in colleges and in adopted villages
- ✓ Organizing camps in the rural areas to create health awareness, safety awareness and environment protection among the people.

31. Red Ribbon Club

- ✓ To promote voluntary non-remunerated blood donation among youth
- ✓ To spread the message on AIDS awareness

32. Women Empowerment Cell

- ✓ Organizing the events that promote the culture of respect and equality for female gender
- ✓ Arranging for skill development courses for rural unemployed women
- ✓ Conducting awareness programs on women specific health issues

33. Eco Club

- ✓ Educating Students about Pollution and Environmental hazards through Human activities and measures to minimize it
- ✓ Organize seminars, debates, lectures and popular talks on environmental issues
- ✓ Creating Awareness about Environmental Protection / Preservation Activities like Rain Water Harvesting, energy consumption, waste Management, etc.
- ✓ Collaborate with other cells like NSS, RRC, etc. to accomplish the greening of the campus and involve in clean-up drives (in locality), door-to-door campaigns, Campaigns against banned carry bags, etc.
- ✓ To Observe / Schedule Green Day (Pollution Free Day), Earth Day (Tree Plantation)
- ✓ To facilitate the conduct of Green Audit within the campus
- ✓ The associate with Innovation Club to evolve eco-friendly products

34. SC/ST Cell

- To assist the SC/ST students to get Scholarships from State and Central Governments under various schemes.
- To assist the SC/ST students to get Skill Development Trainings under various schemes of State and Central Governments.

J. Infrastructure & Support Services

35. Budget & Finance Committee

- ✓ Preparation of Dept. budget
- ✓ Review of budget utilization and taking corrective measures to improve the utilization

36. Transport Committee

- ✓ Bus timing and speed limit should be monitored daily
- ✓ Bus in charges are requested to check the bus pass twice a month
- ✓ Bus in-charges are requested to monitor the student's behavior inside the bus and report to respective HOD's
- ✓ They are requested to be very strict in avoiding foot board travelers
- ✓ It is the duty of the in-charge to report the bus coordinators if the particular route bus fails to come on time
- ✓ Bus in-charges are requested to follow strictly not to play the music system during the morning trip

37. Maintenance Cell

- ✓ To take care of servicing and calibration of equipment in lab
- ✓ To take care of maintenance and repairing of furniture's and other department items as and when required
- ✓ To maintain the cleanliness and ambience of the labs, class rooms, faculty rooms and other common places of the department

38. Infrastructure Management /Time Table Committee

- ✓ Class room allocation
- ✓ Laboratory scheduling
- ✓ Preparing the time table for academic activities

- ✓ Allocating the common facilities like Auditorium, AV room, Seminar hall etc. to various departments

39. Library Development Cell

- ✓ Co-ordinate with all department HODs, Department Library Co-ordinators in collecting the books requirement
- ✓ Arranging for periodic meeting to improve the library facilities
- ✓ Directing the librarian to maintain the files and books in order
- ✓ Provide suggestions for improving the utility of the library

40. Hostel Committee

- ✓ Allocation of rooms to the hostel admitted students
- ✓ Maintaining the details of hostel students, communication address, contact numbers of their parents and the records like in-out record, fee payment record, visitors record and leave record
- ✓ Arranging for maintenance as and when it is required
- ✓ Maintaining discipline inside the hostel
- ✓ Monitoring the students during study hours and arranging for special coaching for the hostel students to improve their academic performance

41. Canteen Committee

- ✓ Checking the quality of foods at canteen
- ✓ Checking the cleanliness of the dining hall
- ✓ Monitoring the prices of the snacks and food items and taking corrective measures if there is any complaint in respect of this.

K. Communication & Outreach

42. College News Letter, Magazine, Prospectus Committee

- ✓ Collecting the details from the dept.(monthly report)
- ✓ Compiling the contents and designing of pages
- ✓ Arranging for printing and dispatch of News letter to University, other colleges, and schools

43. Website Maintenance Cell

- ✓ Updation of Institute Home Page, Program Scroll, News Scroll, Department Scroll, Study abroad scroll on daily basis
- ✓ Updation of the Institution profile, Gallery, Tweets and status of all activities and achievements of the institution across various social media like Facebook, WhatsApp, Google +, Twitter etc., as a part of weekly maintenance.
- ✓ To identify event/student of the month and place it in homepage banner, creation of supporting websites for forthcoming conference, institutional events, etc., as a part of monthly maintenance
- ✓ To update Institution Newsletter, Department Webpage Content Changes, Elite student Portal, Exam cell notification as a part of end semester maintenance

44. Alumni Cell

- ✓ Collecting Alumni information and updating the details frequently
- ✓ Sending important achievements and other developments of the institution through group mail and also through WhatsApp group
- ✓ Arranging for Alumni interaction with the students of all the years frequently
- ✓ Arranging for Alumni meet every year in the month of December to get their suggestions for improvement

45. Staff Recreation Club

- ✓ Arranging for social interaction of the staff members to strengthen the interpersonal relationships among staff members
- ✓ Arranging for Programs for the kids of the staff members during Independence Day and Republic day celebrations
- ✓ Arranging for meeting to exchange Greetings among the staff members during festivals

L. Administrative Committees

47. HODs Committee

- ✓ Allocating work load and other responsibilities to all the staff members in their departments based on their experience

MIT- Governance Manual

- ✓ Scheduling of various activities, preparation of action plan /and execution of various departmental activities to fulfill the gaps identified and achieve our goals
- ✓ Monitoring the progress of academic work and other related activities like conduction of special classes, daily tests, notes to students, evaluation of papers in time, sending reports to the parents, sending absentees information to parents, staff members going to classes in time, proper conduction of Practical classes as suggested by Principal etc.
- ✓ Planning and execution of Various dept. development activities like new lab set up, library books purchase, conducting workshops, training programs for the staff members, conferences as per the suggestions by Principal and Management etc.
- ✓ Taking actions in the appropriate time on purchase of equipment, consumables for the laboratories, and stationeries for the students
- ✓ Monitoring the performance of the students in the daily tests, internal tests and model examinations and taking corrective steps to improve the performance
- ✓ Arranging Parents meeting periodically depending on the need
- ✓ Maintenance and updation of all the dept. files
- ✓ Guiding all the staff members in the process of execution of all the works in the dept.
- ✓ Guiding the staff members in R&D activities and Guiding and motivating the students to participate in Technical competitions and certifications
- ✓ Responsible for improving overall performance of the department
- ✓ Supporting the Principal in preparing various details for University affiliation and AICTE approval

48. HODs Sub-Committee for Students Activities, Feedback Committee/Special Group

- ✓ Identification of experts in the respective specialization group
- ✓ Arranging workshops/ seminars/guest lecture
- ✓ Submitting proposals for FDP/Seminar/ Funded Projects etc.
- ✓ Value added courses
- ✓ Center of excellence/ consultancy activities

- ✓ Analyzing the feedback and suggesting corrective measures

49. Purchase Committee

- ✓ Analyzing the purchase requirements and quotations submitted by vendors
- ✓ Analyzing the comparative statements and negotiating with vendors
- ✓ Recommending for order placement.
